THE UNIVERSITY OF ALABAMA SYSTEM
Student Employee Training
(as of June 2015)
PARTICIPATION IN EMPLOYEE TRAINING

• Thank you for agreeing to work at the UA System!
• Your work is valued and valuable to us.
• After participating in this training, you will understand:
  1. Professional expectations for this and future jobs;
  2. Ethical obligations for public employees; and
  3. University of Alabama System policies, including policies on confidentiality and harassment.
WHAT MAKES UP THE SYSTEM?

The University of Alabama System

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Director of Special Programs
Deputy General Counsel

October 1, 2013

The University of Alabama System
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3 Basic Rules – Keep Your Work Activities:

1. Professional
2. Ethical
3. Confidential
PROFESSIONALISM

Be professional - You should, at all times, conduct yourself in a manner that reflects professionalism. Ask yourself – what would my boss think?

Be timely - You are expected to report to work on time daily and to remain on the job throughout your regular work hours. If you have to be absent from work or have an urgent reason for leaving, please contact your supervisor.

Be “at work” - Avoid personal phone calls unless in case of emergencies.
Professionalism, Cont’d

Be Courteous and Respectful – You have the opportunity to improve someone else’s day. Do it.

Dress appropriately – We understand that you are students and are, often times, coming from class. However, please dress appropriately as you could be called into a meeting or have to work the front desk.

Be a team player – Support your office and fellow employees.

Ask Questions – If you have a question about how to handle an issue, don’t be afraid to ask your supervisor when the time is right.
ETHICS – LET’S START WITH THE BASICS

• The UA System is a public entity.
• Therefore, you are a public employee.
• Public employees are bound by state ethical requirements.
SO WHAT DOES THAT MEAN?

• Acting ethically is a **personal obligation**.
• Alabama Code 36-35-1, *et seq*.
• Good website for Alabama Ethics Commission ([http://ethics.alabama.gov](http://ethics.alabama.gov))
• 3 Basic Requirements to Remember:
  1. Don’t Abuse Your Position
  2. Don’t Misuse State Property
  3. Maintain Appropriate Confidentiality
DON’T ABUSE YOUR POSITION

• “No public official or public employee shall use or cause to be used his or her official position or office to obtain personal gain for himself or herself, or family member . . . Or any business with which the person is associated . . . “

• Basically, you cannot use the fact of your job for personal advantage. That would be a “conflict of interest.”

• This will be discussed more in Confidentiality.
DON’T MISUSE STATE PROPERTY

• Don’t use University System “equipment, facilities, time, materials, human labor, or other public property” for personal, family or business gain.

• Employees may be permitted limited incidental non-commercial personal use, provided such limited use does not consume a significant amount of computing resources, does not interfere with the performance of the user’s job or other University responsibilities, does not interfere with other employees’ work, does not interfere with the computing activity of other users, and does not violate applicable laws, rules, policies, contracts or licenses, including laws, rules, and policies concerning harassment and copyright protection. (UAS Employee Handbook)
MAINTAIN CONFIDENTIALITY

• As a student employee at The University of Alabama System, you play an important role in assisting in the operation of the System and contributing to the success of your fellow employees
• A number of laws protect the confidentiality of different types of information that we handle: health information (HIPAA), student records (FERPA), confidential employment information and personnel files (State law), and legal information (State law)
• Consider office information and communication CONFIDENTIAL!
• Avoid inappropriate public discussions about the nature of work

CONFIDENTIAL
Harassment Policy

- Harassment is prohibited.
- Please click the link below and read The University of Alabama System policy on sexual and other forms of harassment.

http://uasystem.ua.edu/sexual-harrassment-and-other-forms-of-harrassment-policy/
NON-DISCRIMINATION POLICY

- Discrimination on the basis of race, color, religion, national origin, sex, age, and/or citizenship is prohibited.
- Please consult the Employee Handbook for the UA System policy on non-discrimination.

http://uasystem.ua.edu/wp-content/uploads/2012/05/UAS-EMPLOYEE-HANDBOOK.pdf
DRUG-FREE WORKPLACE POLICY

• The use of drugs not prescribed by a physician is forbidden in any area of the UAS Office facilities.

• Please consult the Employee Handbook for the UA System policy on a drug-free workplace.

http://uasystem.ua.edu/wp-content/uploads/2012/05/UAS-EMPLOYEE-HANDBOOK.pdf
IN CONCLUSION...

1. Your position at the UA System is valued and valuable!

2. Get to know your fellow employees.

3. Always keep your work activities professional, ethical and confidential.

4. Be informed of all policies pertaining to confidentiality, harassment, etc.

5. Enjoy this opportunity!
After reading this presentation thoroughly, please read, sign, and date the “Student Agreement on Professionalism, Confidentiality, and Ethics” and return to your supervisor.
For More Information:

- For more information on the University of Alabama System student employee policies, please contact:
  
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  Angela Keith  
  Administrative Coordinator  
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- Or, contact your supervisor for further information.